

State Workforce Investment Board Meeting - Minutes  
 October 11, 2012 – 1:00 – 3:00 p.m.  
 Department of Workforce Services  
 1385 S. State St., Salt Lake City, Utah

**Members Present:** Jeff Aird, Karen Alvey, Rob Brems, Gifford Briggs, Joe Christopher, Deanna Hopkins, Marty Kelly, Shelly Ivie (for Randall Bennett), Daniel Marriott, Connie Nielsen, Jon Pierpont, Bruce Rigby, Lou Sansevero, Rich Thorn, Don Uchida, and Randy Welsh

**Members Absent:** Deborah Bayle, Marie Christman, Chris Conabee, Ken Davey, Stanley Ellington, Chris Healy, Lori Irwin, Rich Kingery, Paul Leggett, David Patton, Sandy Phillips, Don Salazar, Scott Snarr

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Welcome and Opening Business	<p>Welcome &amp; Opening Business (Rich Thorn)</p> <ul style="list-style-type: none"> <li>• Acknowledgements and Introductions               <ul style="list-style-type: none"> <li>○ Rich acknowledged October as being breast cancer awareness month. Pink ribbon pins were given to the group.</li> </ul> </li> <li>• Changes within DWS               <ul style="list-style-type: none"> <li>○ Several weeks ago the Governor announced Kristen Cox's new position as Executive Director of the newly created Governor's Office of Management &amp; Budget.</li> <li>○ The Governor has appointed Jon Pierpont as the interim Executive Director for DWS.</li> </ul> </li> <li>• Tribute to Jim Judd               <ul style="list-style-type: none"> <li>○ Our dear friend and colleague Jim Judd was killed in a motorcycle accident in August. Jim was a great advocate for those he represented but also willing to work together for the common interest of all Utah's workforce. Jim served on the SWIB for two years, most recently as a member of the Executive Committee. Jim was also serving on the Employment Advisory Council for our Unemployment Insurance programs. Jim was a great man and friend. He will surely be missed.</li> </ul> </li> <li>• Recognition of Departing Staff</li> </ul>	

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Executive Directors Report	<ul style="list-style-type: none"> <li>○ Jane Broadhead has announced she will be retiring in December. Jane has worked for The Department of Workforce Services for 35 years. She has been the State WIA Youth Program Specialist for just over 13 years, serving as liaison to our State Youth Council since July 1999. Jane has done exceptional work with the State Youth Council and the other programs that serve our youth. She will be greatly missed.</li> <li>○ Kimber Burks will be the new State Youth Program Specialist. Kimber began her career with DWS as an Employment Counselor in 2005. She has worked for the past three and half years on the WIA Youth Team in Wasatch Front North. Kimber graduated from Weber State University with a Bachelor's of Science in Child and Family Studies. In 2010 she obtained a Master's of Family and Human Development from Utah State University. We are looking forward to working with Kimber.</li> <li>• Approval of July 12, 2012 Minutes <ul style="list-style-type: none"> <li>○ The July 12, 2012 minutes were approved as written.</li> </ul> </li> </ul> <p>Executive Directors Report (Jon Pierpont)</p> <ul style="list-style-type: none"> <li>• Jon is excited about his new role as interim Executive Director for DWS. He will also continue to fill his current role as Deputy Director. Jon started as a front line worker and moved up through the ranks. He has been instrumental in reorganizing and focusing the operating divisions of DWS.</li> <li>• Jon plans to continue the operational excellence emphasis of DWS.</li> <li>• We are working on an approach to re-emphasize employment opportunities for Able Bodied Adults without Dependents (ABAWD's).</li> <li>• Intergenerational Poverty Conference <ul style="list-style-type: none"> <li>○ There was an Intergenerational Poverty Conference last week that brought stakeholders together to determine methods to break the cycle of intergenerational poverty. DWS's Workforce Research &amp; Analysis Division was key in gathering and analyzing the data for this initiative.</li> <li>○ We will continue to work on this, with DWS leading the project.</li> </ul> </li> <li>• Jon currently serves on a Veteran's Reintegration Task Force. This group is</li> </ul>	<p>Rich called for approval of the July 12, 2012 meeting minutes. Joe Christopher moved to accept the minutes as written, Karen Alvey seconded the motion, and the motion carried.</p>

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Chairman's Report	<p>committed to improving the methods to get returning veterans reintegrated into the community and workforce.</p> <ul style="list-style-type: none"> <li>Jon has, for a long time, emphasized "The Four C's" that help us work together better: <ul style="list-style-type: none"> <li>Communication</li> <li>Coordination</li> <li>Collaboration</li> <li>Compromise</li> </ul> </li> <li>Jon is all about communication and is open to SWIB members calling him directly at 801-554-5777 if there are concerns, kudos or suggestions.</li> </ul> <p>Chairman's Report (Rich Thorn)</p> <ul style="list-style-type: none"> <li>The SWIB Executive Committee had a discussion with Geoff Landword, DWS General Counsel, who clarified the following issues: <ul style="list-style-type: none"> <li>This Board was created by the Legislature and is in statute.</li> <li>There must be a quorum present in order to vote or make decisions.</li> <li>Meetings must be open to the public.</li> <li>Key decisions on policy and approvals are the role of the Board as a whole.</li> <li>Information announcing the meetings must be posted 30 days prior.</li> </ul> </li> <li>Executive Committee Roles <ul style="list-style-type: none"> <li>This group cannot take official action on behalf of the SWIB Board.</li> <li>This group can do administrative business, plan agendas, make recommendations, put presentations together, etc.</li> <li>Executive Committee meetings do not require a quorum; therefore, they don't have to be open to the public.</li> <li>Based on this information, the previously approved document outlining the Executive Committee responsibilities must be approved by this group. This information was sent out with the agenda last week.</li> </ul> </li> <li>Approving Grants <ul style="list-style-type: none"> <li>The discussion with Geoff Landword also changes the way we approved the grants that were discussed in our January meeting. A copy of these</li> </ul> </li> </ul>	<p>Rich called for approval of the Executive Committee Guidelines. Joe Christopher moved to accept the amended guidelines; Rob Brems seconded the motion, and the motion carried.</p> <p>Rich called for approval of the noted changes to the approved grants process. Lou Sansevero moved to approve these changes. Karen Alvey seconded</p>

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Update on the Utah College of Applied Technology (UCAT)	<p>changes was included in the packets that were given to the group. Rich asked for the Board's approval on the noted changes.</p> <ul style="list-style-type: none"> <li>• State Plan Approved and Submitted <ul style="list-style-type: none"> <li>○ We completed our State Integrated Workforce Plan; it has been forwarded to the Department of Labor. The SWIB approved it via telephone on August 31, 2012.</li> </ul> </li> <li>• Uintah Basin Energy Summit <ul style="list-style-type: none"> <li>○ Rich attended the Uintah Basin Energy Summit on September 5, 2012. Both U.S. Senators and Rep. Rob Bishop attended, as well as state and local government leaders and business leaders. This is an area of our state that can provide lots of opportunity. The facts and figures were amazing.</li> </ul> </li> </ul> <p>Update on the Utah College of Applied Technology (UCAT) (Rob Brems)</p> <ul style="list-style-type: none"> <li>• Rob Brems, President of the Utah College of Applied Technology and a member of the SWIB, is one of the major supporters of workforce development in Utah. At its 8 campuses, UCAT provides important training to prepare people to succeed in the workforce</li> <li>• Rob shared an overview of UCAT's organization and the current UCAT areas of focus.</li> <li>• Mission <ul style="list-style-type: none"> <li>○ To meet the needs of Utah's employers for technically skilled workers by providing market driven technical education to both secondary and adult students.</li> </ul> </li> <li>• Guiding Principles <ul style="list-style-type: none"> <li>○ Through its campuses, UCAT prepares students to enter, re-enter, upgrade or advance in the workplace, which contributes to economic development and improves the quality of life for Utah citizens. The UCAT mission is accomplished through competency-based education and training programs, which may be long-term, short-term, apprenticeship or custom-designed for individual employer needs. Most of the programs are offered in a flexible open-entry, open-exit</li> </ul> </li> </ul>	the motion, and the motion carried.



AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Committee Reports	<p>agencies. Rich congratulated Brent and his team for their achievement.</p> <ul style="list-style-type: none"> <li>• Mountainland Highlights               <ul style="list-style-type: none"> <li>○ Targeted Industries: Healthcare, Transportation, Construction, Professional and Business Services</li> <li>○ Occupations in Demand: Customer Service Reps, Welder/Fitters, Machinists, Truck Drivers, Registered Nurses, Maids/Housekeepers</li> <li>○ Job Exchange: Number of Job Seekers- 2,000. JobEx placements by center (2<sup>nd</sup> quarter): Provo 1,011; Spanish Fork 380; Lehi 253; Heber/Park City 160</li> <li>○ WIA Youth Services: DWS in-house since April 2011; saved 102% more than previous years</li> <li>○ Bridge Program: Up to 4,500 for new hires; Mountainland has obligated 75%, resulting in 80 new jobs among employers</li> <li>○ UTA Frontrunner coming to Utah County in December 2012. Stations: Lehi, American Fork, Orem and Provo.</li> <li>○ BEAR Project: Wasatch County Economic Development Partnership.</li> <li>○ Partnered with KHQN Radio Station. Broadcasting 3 live shows a week.</li> </ul> </li> </ul> <p>Committee Reports</p> <ul style="list-style-type: none"> <li>• State Youth Council and Youth Services (Randy Welsh)               <ul style="list-style-type: none"> <li>○ The Youth Council had the opportunity to hear a report from Wasatch Front South about the LYFE Program. The success videos were wonderful.</li> <li>○ Continuing to work on providing opportunity for at risk youth.</li> <li>○ Work to make hiring youth relevant to employers. Working on a bigger external marketing presentation.</li> <li>○ We plan to present and explain youth programs at conference as well as present to Chambers of Commerce or other groups.</li> <li>○ Had a successful opportunity with our booth at the Society of Human Resource Managers (SHRM) Convention.</li> </ul> </li> <li>• Coordination and Services Committee (Daniel Marriott)               <ul style="list-style-type: none"> <li>○ Ben Hart and Carrie Mayne talked about Skills Gap. This is the primary</li> </ul> </li> </ul>	

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
<p>New Business</p> <p>Public Comment</p> <p>Adjournment</p> <p>Future Meetings</p>	<p>issue the Coordination and Services Committee is tackling.</p> <ul style="list-style-type: none"> <li>○ There is still an ongoing debate on what skills gap is and to what degree the gap exists.</li> <li>○ Are reviewing WorkKeys to see if it is something we should support as far as interacting and marketing with employers.</li> <li>○ Working more on the Communication side, emphasizing clear exchange on what is needed from the employer's perspective so that those involved in skills development have a clearer picture of needs.</li> </ul> <p>New Business</p> <ul style="list-style-type: none"> <li>● No new business</li> </ul> <p>Public Comment</p> <ul style="list-style-type: none"> <li>● No public comment</li> </ul> <p>Adjournment at 2:55 p.m.</p> <ul style="list-style-type: none"> <li>● Meetings for 2013 <ul style="list-style-type: none"> <li>○ January 10, 2013</li> <li>○ April 11, 2013</li> <li>○ July 11, 2013</li> <li>○ October 10, 2013</li> </ul> </li> </ul>	

## State Workforce Investment Board Meeting - Minutes

July 12, 2012 – 1:00 – 3:00 p.m.

Department of Workforce Services  
1385 South State St., Salt Lake City, Utah

**Members Present:** Rich Thorn (Chair), Karen Alvey, Randall Bennett, Rob Brems, Gifford Briggs, Joe Christopher, Kristen Cox, Ken Davey, Chris Healy, James Judd, Marty Kelly, Chuck Krivanek (for Scott Snarr), Paul Leggett, Daniel Marriott, Connie Nielsen, Bruce Rigby, Lou Sansevero, Mary Shumway, Wesley Smith, Don Uchida, Randy Welsh, James Whitaker (Staff to SWIB)

**Not Present:** Deborah Bayle, Marie Christman, Chris Conabee, Stanley Ellington, Deanna Hopkins, Lori Irwin, Richard Kingery, Mark Madsen, David Patton, Sandy Phillips, Don Salazar

**Guests:** Deborah Christopher, Melissa Freigang, Corrie Hout, Ed Lombard (Attorney General's Office), Paul Tonks (Attorney General's Office)

**DWS Staff:** Jon Pierpont, Randy Hopkins, Shelly Ivie, Robert Gilbert, Steve Leyba, Sherry Stevens, Kristen Floyd, Karla Aguirre, Lorri Economy, Debbie Nordfelt, Sarah Tolbert, Rachael Stewart, Julie Lay, Brent Newren, Eden Johnson, Rebecca Banner, Lynn Purdin, Jane Broadhead.

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Welcome and Opening Business	Rich Thorn welcomed the group and introduced our new member: <ul style="list-style-type: none"><li>Karen Alvey – Alvey Development &amp; Management of Kanab. Karen is the rural small employer rep.</li><li>NOTE: We are still looking for nominees for a large employer rep position, perhaps focusing on agriculture or petroleum industries.</li></ul>	Rich called for approval of the April 12, 2012 meeting minutes. Lou Sansevero moved to accept the minutes as written, James Judd seconded the motion, and the motion carried.
Executive Director's Report	Executive Director's Report - Kristen Cox Where we are going this upcoming year <ul style="list-style-type: none"><li>DWS will be publishing a results document soon, talking about our Throughput Measures and what we have been able to achieve over the last year.</li><li>This past year, we have focused on the Workforce Development Division.</li></ul>	



AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Chairman's Report	<ul style="list-style-type: none"> <li>• Areas we are paying attention to in Workforce Development Division <ul style="list-style-type: none"> <li>- Operational Excellence</li> <li>- Cost, Quality and Throughput</li> <li>- Average cost per placement is \$190 system-wide. We will be looking at specific targets to improve placement costs.</li> <li>- We will be gathering data to look back and find out which activities actually lead to employment.</li> <li>- We are looking at the quality of job placements, including job retention.</li> <li>- Anyone who comes into our department for services becomes part of the pool of people we are responsible to help get work. For nearly all customers, assistance should be temporary. Our goal this year is to close more cases because the customer gets employment. We want to raise our annual TA Closures for Employment from 41,000 to 50,000.</li> <li>- We will be spending a lot of time on Skills Gap.</li> </ul> </li> <li>• We received the DOL grant to upgrade our Labor Exchange. We will be revamping it, along with Utah Futures and our Internet, to have a more integrated approach to delivering online services.</li> <li>• Kristen introduced Ben Hart, who is Director of Employer Initiatives for DWS. Ben will help ensure the voice of the employer is represented. He will help coordinate efforts we are working on with GOED and the Governor's office of Economic Development for recruitment purposes. Ben will be working heavily with Rick Little and Carrie Mayne on skills analysis and the skills gap initiative. Ben will also be working on our Job Growth Fund.</li> <li>• TOC Conference <ul style="list-style-type: none"> <li>- DWS presented at the International Theory of Constraints in Chicago. They liked what DWS is doing and are sponsoring and paying for two people to share some of Utah's best practices internationally. Kristen and Jon Pierpont will travel to Israel for additional TOC training and share ideas on how this knowledge can be used in a government setting.</li> </ul> </li> </ul> <p>Utah Economic Analysis</p> <ul style="list-style-type: none"> <li>• Rich referred the Board to a one-page handout in the packet.</li> </ul>	

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Economic Service Area (ESA) Report	<ul style="list-style-type: none"> <li>Mark Knold and Carrie Mayne gave us some very helpful information at our last meeting. The one-page handout brings us up to date. See the handout for further information.</li> </ul> <p>Publications- <i>Local Insights</i> and <i>Utah Insights</i></p> <ul style="list-style-type: none"> <li>Copies were given to the group. <i>Utah Insights</i> provides a statewide view of economic issues. <i>Local Insights</i> is focused on individual Economic Service Areas.</li> </ul> <p>Grants Update</p> <ul style="list-style-type: none"> <li>TAACCCT Grant <ul style="list-style-type: none"> <li>Rich thanked Joe Christopher, Richard Kingery, Daniel Marriott, Lou Sansevero and Scott Snarr for all the time they have spent on the Grants Committee.</li> <li>A one-page handout was given to the group that summarizes the recent grants review process and results.</li> </ul> </li> <li>SWIB Grant Approval Process <ul style="list-style-type: none"> <li>Based on the Grants Committee's experience with the relatively new process, the Executive Committee recommended some changes to the process. James discussed these changes with the SWIB.</li> <li>Rich recommended we accept the Executive Committee recommendations.</li> </ul> </li> </ul> <p>One Stop Partners Umbrella MOU</p> <ul style="list-style-type: none"> <li>You should have received a copy of the One Stop Partners Umbrella MOU. This forms the basis of the SWIB partnership. This had previously been approved by the SWIB, and Rich signed it on June 14, 2012.</li> </ul> <p>Randy Hopkins - Wasatch Front North (Weber, Davis and Morgan Counties)</p> <ul style="list-style-type: none"> <li>Counties are doing well getting the unemployment rate down.</li> <li>Of all the adults in Davis County 32.7% have a Bachelor's Degrees; in Weber</li> </ul>	<p>Rich called for a motion to approve the changes listed on the SWIB Grant Approval Process handout. James Judd moved to approve, Lou Sansevero seconded the motion, and the motion carried.</p>

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Workforce Investment Act State Plan	<p>County 21.9% of adults have a Bachelor's Degrees. During this recession (and previous ones), the higher the educational level attainment a person has, the less likely they are to be on Unemployment benefits. We have a lot of people, especially from the Ogden area, not graduating from high school. The Ogden School District has recognized they have some work to do. They have formed a group called Ogden United. This group has put together a very aggressive plan to make the Ogden School District the number one district in Utah.</p> <ul style="list-style-type: none"> <li>• Economic Development will not happen in any area unless there is a trained workforce to meet employer needs.</li> <li>• Farmington Station Development <ul style="list-style-type: none"> <li>- All kinds of retail stores, office space, a brand new theater and a great fountain designed by the same person who designed the Bellagio.</li> <li>- This new development is bringing in a lot of jobs.</li> </ul> </li> <li>• Home Depot <ul style="list-style-type: none"> <li>- Call Center has hired 200 people and is recruiting for another 200 people.</li> <li>- Could have up to 600 people working in their Ogden Call Center.</li> </ul> </li> <li>• Randy shared two success stories with the group. These stories help us to connect more closely to the impacts of our efforts.</li> </ul> <p>Workforce Investment Act State Plan</p> <ul style="list-style-type: none"> <li>• Three weeks ago, we sent you a note saying we're delaying final approval of the WIA State Plan to synchronize it better with Department of Human Services Senior Community Services Employment Program. We intend to release the draft plan for public comment July 15. The Department of Human Services has indicated they will meet this timeframe for the SCSEP state plan. This will allow time for the Umbrella MOU to be executed by the time the state plan is released for public comment. The SWIB will need to provide a vote mid-August to approve the plan before it is sent to USDOL.</li> <li>• Three of our SWIB members reviewed our previous plan and have made recommendations on things to consider for the new draft.</li> </ul>	<p><b>ACTION:</b> The SWIB will need to provide a vote mid-August to approve the plan before it is sent to USDOL.</p>

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Committee Reports	<p>State Youth Council and Youth Services</p> <ul style="list-style-type: none"> <li>• A one-page Workforce Investment Act Youth Provider Approval handout was given to the group in their packet.</li> <li>• The Workforce Investment Act (WIA) Youth Provider Approval document was reviewed during Youth Council. The DWS program for WIA Youth changed from a reimbursement contract to a fee-for-service contract to increase efficiency and to serve additional at risk youth.</li> <li>• A Performance Review Team has been put together to help monitor compliance.</li> <li>• Youth Council approved a motion to approve this WIA Youth program and raise the compliance to 90% instead of 88%.</li> <li>• The Youth Committee is trying to engage youth through Social Media. Some DWS staff are working with Facebook. This Facebook page is managed by the Department of Human Services.</li> <li>• Engaging Employers - trying to help them understand the challenges to provide opportunities to WIA youth. A presentation was developed and given to the State Office of Education. This was a huge success.</li> </ul> <p>Coordination and Services</p> <ul style="list-style-type: none"> <li>• This Committee is responsible for the WIA State Plan and ESA Plans.</li> <li>• Observations from reviewing the ESA plans: The metrics can be overwhelming. ESA's need to focus on top priorities and top two performance indicators.</li> <li>• Daniel proposed that the SWIB accept the Coordination and Service Committee's recommendation to approve the area plans.</li> <li>• Skills Gap and Training Initiative: <ul style="list-style-type: none"> <li>-Daniel and the Coordination and Services Committee are interested in the skills gap issue as a potential area of focus for committee efforts. Ben Hart commented that he received a call from the Economic Development Corporation of Utah. One of the key issues with moving a company to Utah is finding a trained and available workforce. EDCU says this is a typical problem statewide.</li> </ul> </li> </ul>	<p>Rich called for a motion to approve the DWS WIA Youth Program for next fiscal year, including a target to raise the compliance to 90% instead of 88%. Joe Christopher moved to approve. Christine Healy seconded the motion, and the motion carried</p> <p>Rich called for a motion to approve the ESA Plans. Daniel moved to approve. James Judd seconded the motion, and the motion carried.</p>

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Employer Support Initiatives and Job Growth Fund	<p>Small Business Bridge Grant Pilot Program</p> <ul style="list-style-type: none"> <li>• Ben Hart provided a one-page handout that was given to the group in their packets.</li> <li>• As part of the 2013 Job Growth Fund budget, the Department of Workforce Services is rolling out a new pilot program focusing on small business job creation. The Small Business Bridge Grant Pilot Program (Bridge Program) will provide a limited reimbursement for small businesses that are willing to add new jobs to the economy.</li> </ul>	
Open and Public Meetings Act Training- Attorney General's Office	<p>Open &amp; Public Meetings Act Training</p> <ul style="list-style-type: none"> <li>• Ed Lombard and Paul Tonks of the Utah Attorney General's Office presented an overview of the Open and Public Meetings Act (OPMA). As the State of Workforce Investment Board, we are engaged in the public's business. As such, we need to be sure we do it within the guidelines of the Open and Public Meetings Act.</li> <li>• Meetings need to be open, decisions clear, and an accurate record kept.</li> </ul>	
Public Comment	<p>Public Comment</p> <ul style="list-style-type: none"> <li>• No public comment was made.</li> </ul>	
Next Meeting	<p>Next Meetings</p> <ul style="list-style-type: none"> <li>• October 11, 2012 and January 10, 2013</li> </ul>	

## DWS TARGETS

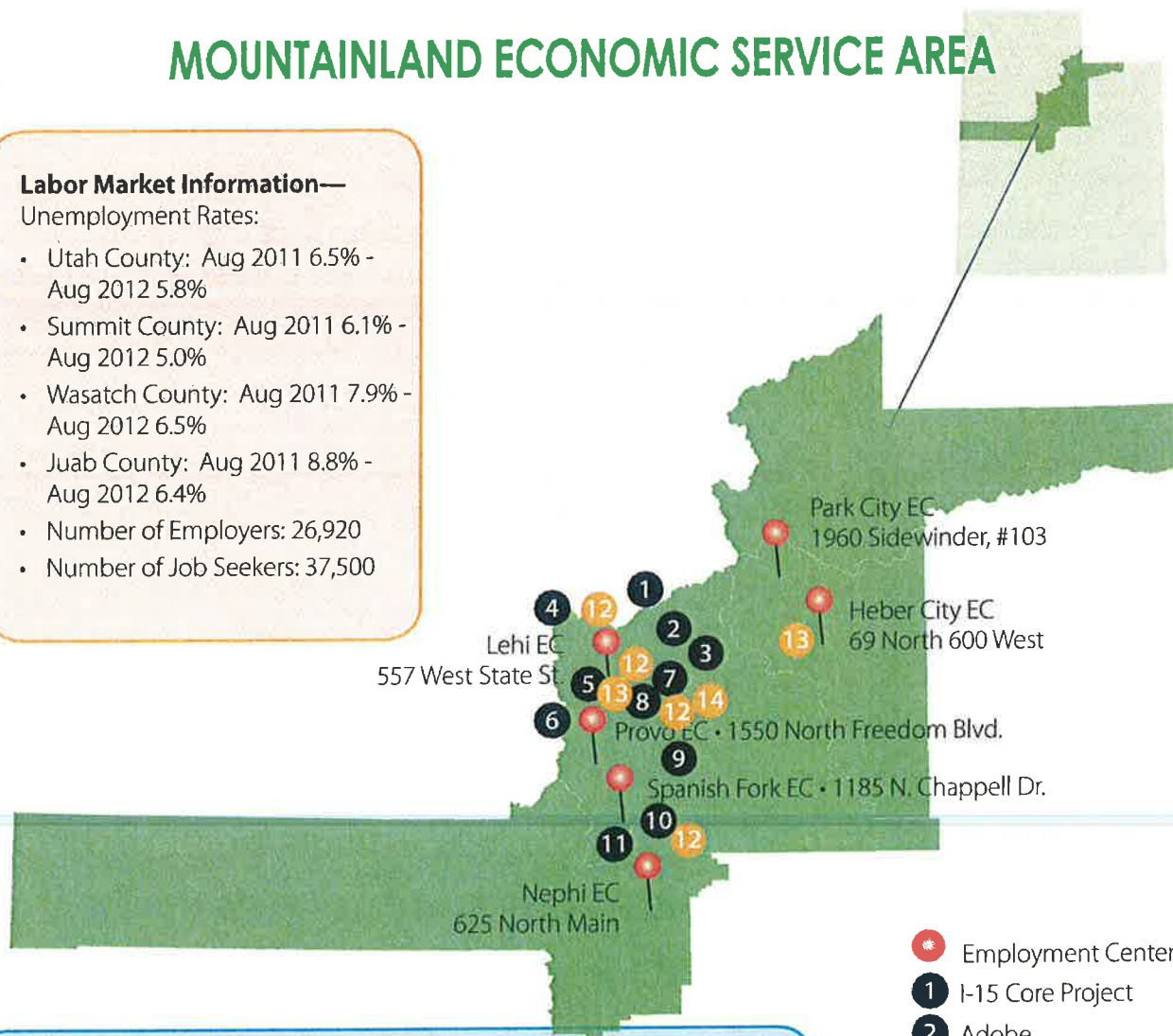
Measure	Baseline		Target	Most Recent Results	
				Month	Quarter
<b>UI Benefits</b>	<b>Jan 2010 - Sept 2011</b>			<b>Aug-12</b>	<b>2012-2</b>
Cost per determination	\$14.64		≤ \$14.50		\$14.78
Quality of benefit timeliness	94%		≥ 95%		93.8%
Timeliness of first payments	94%		≥ 95%	92.3%	
UI claim duration (all claimants)	15.3 weeks		≤ 13 weeks		13.6 weeks
UI claim exhaustion rate	51.6%		≤ 35%		41.7%
Re-employment rate (all claimants)	59.8%		≥ 65%		59.6% (2011-4)
<b>UI Tax</b>	<b>Jan 2010 - Sept 2011</b>				<b>2012-2</b>
Cost per \$100 deposit	\$3.36		≤ \$2.00/\$100 deposit		\$1.17
Timeliness of employer payments	88.1%		≥ 95%		93.3%
<b>ESD</b>	<b>Original</b>	<b>2011</b>		<b>Aug-12</b>	<b>2012-2</b>
Cost per determination	\$57.66	\$39.26	≤ \$31.86		\$36.91
Performance Review Team Accuracy	90%	94.4% (Oct '11 - Jun '12)	≥ 95%	95.7%	
Days to determination			≤ 12 days	14 days	
Determinations per FTE/day	5.0	6.5	≥ 8.5 determinations		6.7
Average Wait Time			≤ 15 minutes	8 min 31 sec	
Touch Time	In progress	In progress	In progress		
<b>WDD</b>	<b>Jul 2011 - Jun 2012</b>			<b>Aug-12</b>	<b>2012-2</b>
Cost per placement (all)	\$160		In progress		
Cost per intensive placement	\$760		In progress		
Cost per mediated placement	\$138		In progress		
Cost per self-service placement	\$8		In progress		
Performance Review Team Compliance	86% (Sep 2010 – Jun 2012)		≥ 90%		
Total placements per quarter	53,800 (Jan 2010 - Mar 2012)		≥ 50,000		63,344
Placements per FTE	97		In progress		
Training related placements	In progress		In progress		
Self-service placements	28,840/53.6% of all placements		In progress		16,793/26.5%
Market share of employers	14.7% (Jul 2010 - Sep 2011)		≥ 16.2%		15.6%
Total case-managed employment closures	58.2% (Jun 2011 - May 2012)		≥ 70%	64.2%	
Training completion rate	39.9% (Jul 2011 - May 2012)		≥ 50%	46.9%	
Total TA closures for employment	41,708 (Jan 2011 - Dec 2011)		50,000 per year		22,639 (cumulative)

# MOUNTAINLAND ECONOMIC SERVICE AREA

## Labor Market Information—

### Unemployment Rates:

- Utah County: Aug 2011 6.5% - Aug 2012 5.8%
- Summit County: Aug 2011 6.1% - Aug 2012 5.0%
- Wasatch County: Aug 2011 7.9% - Aug 2012 6.5%
- Juab County: Aug 2011 8.8% - Aug 2012 6.4%
- Number of Employers: 26,920
- Number of Job Seekers: 37,500



## MOUNTAINLAND HIGHLIGHTS

- **Targeted Industries:** Healthcare, Transportation, Construction, Professional and Business Services
- **Occupations in Demand:** Customer Service Reps., Welder/Fitters, Machinists, Truck Drivers, Registered Nurses, Maids/Housekeepers
- **Job Exchange—**
  - # of job seekers: 2,000
  - Job Ex placements by center (2nd quarter): Provo 1,011; Spanish Fork 380; Lehi 253; Heber/Park City 160
- **WIA Youth Services:** DWS in-house since April 2011; served 102% more than previous years
- **Bridge Program:** Up to \$4,500 for new hires; Mountainland has obligated 75% resulted in 80 new jobs among employers
- **UTA Frontrunner coming to Utah County:** Dec. 2012. Stations: Lehi (by MATC), American Fork, Vineyard (future), Orem, Provo
- **BEAR Project:** Wasatch Co. Economic Dev. partnership

- **Employment Centers**
- 1** I-15 Core Project
- 2** Adobe
- 3** Outlets at Traverse Mtn.
- 4** Utah Data Center
- 5** Xactware
- 6** Lakeside 2 Power Plant
- 7** Xlear
- 8** US Synthetics
- 9** Overstock.com
- 10** Costco
- 11** Liberty Safe
- 12** MATC (4 campuses)
- 13** UVU (2 campuses)
- 14** BYU

# SWIB Executive Committee Guidelines

(Proposed as of ~~16 Dec 2011~~ 11 October 2012)

What it is: The Executive Committee is a sub-set of the State Workforce Investment Board (SWIB). As directed by the SWIB, it provides for efficient handling of administrative issues between SWIB meetings. ~~and responds to quick turn issues that cannot await full SWIB action.~~

What it does: The Executive Committee carries out these duties as authorized by the SWIB:

- Recruits potential members for SWIB consideration.
- Recommends to the full SWIB assignment of individuals to standing and ad hoc committees.
- Develops agendas for the SWIB meetings.
- Meets as needed to check action items and status of projects and provide input on SWIB issues.
- ~~— Takes actions when time constraints do not allow the full State Board to act on issues. However, actions must be ratified at the next meeting of the SWIB.~~
- Drafts strategic direction and goals for SWIB consideration.
- Identifies and recommends state-level industry training priorities to the SWIB.
- Works with key partners through the SWIB to align strategic plans for workforce and economic development.
- Recommends issues and direction for the WIA/Wagner-Peyser state plan for SWIB consideration.
- Works through the DWS legislative liaison and communications staffs on legislative relations issues important to the SWIB.
- Provides Economic Service Area support through the Coordination and Services Committee.
- Provides input and recommendations to SWIB regarding the Annual Report.

Membership: The Executive Committee consists of the SWIB chair, sub-committee chairs, and others as approved by the Chair and the SWIB. See attached list of current members.

Membership can be changed if recommended by the SWIB Chair and approved by the SWIB.

Meetings: Executive Committee meetings are scheduled as needed by the Chair. Agendas and notes of the meetings will be made available to all SWIB members.

~~Ratification of actions: Where Executive Committee policy decisions or approvals occur and circumstances don't allow for full SWIB consideration, the Chair will present the issues for full SWIB ratification, either electronically or at the next SWIB meeting.~~

Executive Committee guidelines approval date: (Proposed: ~~12 January~~ 11 October 2012).

Attachment:

List of current SWIB Executive Committee Members



## **SWIB Executive Committee Members**

(As of 16 December 2011)

- Rich Thorn (SWIB Chair)
- (DWS Deputy Director)
- Randy Welsh (State Youth Council Chair)
- Daniel Marriott (Coordination and Services Committee)
- Joe Christopher (Grants Review Committee)
- ~~Rich Thorn (Employee Organizations Rep)~~
- Christopher Conabee (Governor's Office of Economic Development Rep)
- Cameron Martin (Utah System of Higher Education Rep)
- James Whitaker (Staff to SWIB)

## **State Workforce Investment Board - Grants /Funding Opportunities Review Committee**

### **Guidelines for Requests for Letters of Support or RFP Endorsement**

Revision Date: 10/02/2012

#### **Purpose:**

To establish guidelines for organizations and partnerships requesting letters of support, Request For Proposal/Federal Funding Opportunity endorsement or support for other initiatives that require SWIB approval.

#### **Requirements:**

The request must meet the following criteria:

1. The request must be made by a legal entity.
2. The request must be aligned with specific solicitation criteria.
3. The request is consistent with or supports the SWIB state plan and strategic direction.
4. The request is related to workforce research or the provision of workforce development services, such as training, reemployment, assessment, supportive services, curriculum development, and pathway development.
5. The request is received not less than 21 days prior to its due date. (Sometimes the RFP or SGA deadline may not allow for a 3-week review prior to the required submission deadline. The applicant should call the SWIB coordinator to set up an alternative and reasonable time frame.)
6. The request includes a completed SWIB Funding Opportunity Concept Template (attached) or the information requested therein.

#### **Evaluation Elements:**

Upon determining that the proposal meets the basic criteria above, the SWIB will also consider at least the following elements when evaluating the request:

##### **1. Non-Duplication**

Does the program present a new initiative or pathway that does not exist or is not readily accessible? If the proposed program does duplicate an existing activity, are there special circumstances that warrant its development (targeted to a special population, addresses unmet needs, breaks down existing barriers, establishes better integration of services, etc.)?

##### **2. Partnership & Collaboration**

Does the proposed program involve interagency collaboration in its service delivery approach? Has the local Economic Service Area, the local One Stop or other impacted workforce partners been contacted, and do they have a clear role in the proposed program (if appropriate)? Have the roles or expectations of the SWIB been clearly identified?

##### **3. Private Sector Involvement**

Does the activity or program address an identified business or industry demand? How has the private sector been involved? Who are the employer partners and what commitments have employers made? Is there strong evidence of employer involvement? Does the activity or program address an identified business or industry demand?

##### **4. Community or Customer Needs**

Will the proposed program enhance access for special or targeted populations and/or mitigate barriers? If appropriate, has a mechanism or process been identified for community involvement, customer input, or community-based partnerships?

## 5. Goals & Objectives

Are goals and objectives clearly defined and measurable? Will project status, performance measures and outcomes be shared with the SWIB?

## 6. Innovation

Will the proposed program result in positive systemic changes? Are the changes based upon proven strategies or intended as a pilot?

## 7. Quality

Overall, is the proposed project of sufficient quality to warrant SWIB endorsement?

The SWIB reserves the right to amend the basic criteria and evaluation elements as it moves forward in its grants/proposal review process.

Applicants may be asked to conference with or appear before the SWIB Grants Review Committee to provide a short oral presentation on the proposed program.

## Recording and Communicating Results

Upon receipt of the request, the SWIB Coordinator will confirm receipt to the applicant. The applicant will be notified of the date/time of oral presentations should they be determined necessary by the SWIB.

Following the review process, the SWIB Grant Review Committee will make its recommendation for full SWIB action. The SWIB will assign one of the following levels of approval/endorsement and will convey the results to the applicant via correspondence from the SWIB Chairperson or SWIB Coordinator.

1. Approved/Endorsed
2. Conditionally Approved/Endorsed
  - While the proposed program meets the majority of applicable criteria and addresses the evaluation elements, the SWIB has identified areas that require improvement, lack sufficient detail or otherwise need amendment.
  - The notification of Conditional Approval/Endorsement will state the reason that full approval was not granted. The applicant may be asked to provide clarification or additional information within a reasonable time frame.
3. Not Approved/Endorsed

A “not approved” status can result from any one or more of the following:

  - The proposed program information as presented was incomplete.
  - The proposed program did not adequately address one or more of the evaluation elements.
  - The proposed program was inconsistent with SWIB strategic goals.
  - The proposed program did not receive the highest ranking in such situations where only one (or a very few) submissions will be supported by the SWIB for a specific funding opportunity.

The SWIB correspondence will state the reason(s) approval was not granted.

# **SWIB Funding Opportunity Concept Template**

**Identification of Funding Opportunity Announcement/Notice:**

**Applicant Name:**

**Project Title:**

**Targeted Industries/Occupations (if applicable):**

**Partnership Members/Roles (including employers):**

**State Workforce Investment Board / Department of Workforce Services Role(s):**

**Estimated Funding Level Request:**

**Targeted Populations and Geographic Area to be Served:**

**Project Description:**

**Projected Outcomes (Estimate number of participants to be served and cost-per-participant, Describe how participant level demographic and other data will be tracked and reported):**

**Any Other Specific Requirements of the Announcement/Notice:**

# **JOB GROWTH FUND**

## **Program Briefing Update**

(As of 10 October 2012)

The following provides a brief update on the programs that are being funded through the Department of Workforce Services' (DWS) Job Growth Fund:

**The Bridge Program:** In August, 2012 DWS rolled out the Small Business Bridge Program. As of the end of September over 60 companies have applied, creating over 230 new jobs for the Utah economy. The program, which is open to all small businesses that have less than 100 employees, will continue until all program funding has been obligated.

**The Utah Cluster Acceleration Partnership (UCAP):** The UCAP program continues to convene specific industries clusters with the goal of workforce and education alignment. Currently there are nine statewide UCAP cluster initiatives, with four regional cluster initiatives in rural areas.

**Accelerated Credentialing to Employment (ACE):** The ACE program is now fully underway with four hired ACE Specialists working with veterans and education. The ACE program is designed to help veterans earn credentialing and reemployment after they leave active duty.

**Park City School District Center for Advanced Professional Studies (CAPS):** DWS is finalizing an agreement with the Park City School District for their CAPS program. The CAPS program will provide enhanced opportunities for students to interface with private industry and get hands on experience.

**New American Academic Network (NAAN):** NAAN helps refugees understand how they can earn credentials and academic attainment for schooling or professional work they did in their native countries.

**Project Strive:** This program is part of the National Federation for the Blind. Project Strive allows visually impaired students to gain skills and confidence to enter the labor force.

**Utah Futures:** The Utah Futures program is currently going through and RFP process for considered upgrades and enhancements. The program, which is already used by almost every student in the state, allows high school students the opportunity to learn about professional careers and has a wide variety of other capabilities.

**Regional Projects:** The Job Growth Fund provides ESA Directors the opportunity to fund projects in their respective areas. Some of these projects include partnerships with Applied Technology Colleges, the Step Up program, and local training programs among others.